

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

CDPH, Accounting Section
MS 1601, PO Box 997376
Sacramento, CA 95899-7376



Employee Name	<u>Horton, Mark</u>
Expense Dates	<u>05/01/09-05/08/09</u>
Total Expense Amount	<u>826.00</u>
Amount Due Employee	<u>346.20</u>
Form ID	<u>TEA000469246</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	05/01	Commercial Air Fare	110.60	
2)	05/01	Taxi Fare	136.60	
3)	05/04	Taxi Fare	85.00	
4)	05/08	Taxi Fare	14.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by: _____